

**EFFECTIVE**

November 1, 1997.

**SUBJECT**

1. Early Intervention Services Through Early On
2. New data elements and input documents for Services ASSIST and CIS Transactions (Forms FIA-133A and FIA-5S)

**Note:** All services workers should receive a copy of this bulletin.

**1. EARLY  
INTERVENTION  
SERVICES  
THROUGH EARLY  
ON****Purpose**

To introduce new Services Manual policy.

**Introduction**

*Early On* is an interagency program of early intervention services to families with infants and toddlers with developmental delays. Under P.L. 102-119, Part H Interagency Agreement for Eligible Infants and Toddlers and their Families, the Family Independence Agency joins with the Departments of Education and Community Health to promote the health, well-being, and developmental competence of children and to support the creation of a comprehensive, integrated early intervention system for eligible infants and toddlers and their families.

*Early On* has developed new Services Manual policy to facilitate local office participation and clarify existing program requirements. The policy describes the program and outlines worker responsibilities. It also addresses specific policy issues related to procedural safeguards and the assignment of surrogate parents. The manual policy emphasizes the Agency's commitment to interagency collaboration and solution-focused, family-centered service delivery.

**NEW FORMS**

*Early On* forms are developed at the local level and can be obtained from the local *Early On* Coordinator. The lead agency, the Department of Education, has developed prototypes for the various forms. Facsimile copies of the state prototypes are attached.

Copies of the prototypes may be obtained from the Family Independence Agency.

## 2. NEW CIS DATA ELEMENTS & INPUT DOCUMENTS FOR SERVICES TRANSACTIONS Purpose

To provide local offices with information regarding changes on CIS and ASSIST effective November 3, 1997.

### Introduction

Effective 11/03/97, several new data elements have been added to the Services case open, change and close transactions. The FIA-5S has been redesigned to accommodate these changes. Copies of the CIS services transaction screens with selected codes are included in the Services Manual for the first time in this release. Information regarding ASSIST registration for services and the revised FIA-133A are also included.

### New CIS Data Elements

The following new data elements have been added to the CIS Services Case Inquiry (ISRV), Open (FSPN), Change (FSCC) and Close (FSCL) transactions.

- Secondary Provider ID
- Supervising Agency Indicator
- Security Level
- Security Override
- Pre-assessment Score
- Post-assessment Score

The **Secondary Provider ID** field is to be used for Children's Foster Care, Adoption (Services Program 2) and Delinquency cases (Services Program 4) when the child/youth is placed with a private child placing agency. The child placing agency number is input in the Primary Provider ID field (Renamed - was Provider ID)

and the provider number for the licensed foster home or shelter home is entered in the Secondary Provider ID field.

The secondary provider ID field is used **only** for this situation. If FIA is providing direct services, the provider ID, **if any**, is entered in the Primary Provider ID field.

#### **Supervising Agency Indicator (Services Programs 2 and 4)**

A supervising agency indicator code has been added and is mandatory for all Children's Foster Care, Adoption and Delinquency cases. It is to be used to designate whether case supervision is being provided directly by FIA staff or is provided by a private child placing agency under contract with FIA. The codes are:

1 = FIA

2 = Private Child Placing Agency

#### **Living Arrangement Changes (Service Programs 2 and 4)**

Living Arrangement 06, private agency foster home, has been deleted. The actual living arrangement for the child/youth (e.g., own home, relative's home, adoptive home, foster home, independent living) is to be entered in the Primary Provider number field. If the child/youth's placement is in a relative's licensed home or family foster home, that home's license number is to be entered in the Secondary Provider number field.

Living arrangement 18, out of state placement, has been deleted. For children/youth in out of state placements, the appropriate code from the following list:

- 22 = Out of State parent/guardian
- 23 = Out of State relative
- 24 = Out of State licensed foster home
- 25 = Out of State child placing agency
- 26 = Out of State child caring institution
- 27 = Out of State relative's licensed foster home

The **Security Level** and **Security Override** are input for a Delinquent child/youth (Services Program 4 and Target groups 40, 46 and 52). The security level input is the current security level recommended for the child/youth including any override. The security override field will contain a code indicating the reason (aggravating or mitigating circumstances) for an override.

The **Pre-assessment Score** and **Post-assessment Score** fields will be used for Preventive Services for Families (PSF or Services Program 6) when ongoing services are being provided by FIA workers (Target group 54). The Pre-assessment score is entered at the beginning of the service period when the Case Screening and Family Assessment form (FIA 1613) is completed. The Post-assessment score is entered when the PSF target group 54 case is closed.

### **Target Group Changes for Preventive Services for Families**

The definition of existing target group 53 has been changed to designate the assessment period. Preventive Services for Families (PSF) cases are opened with an assessment target group (53) while the case is assessed using the Case Screening and Assessment form (FIA-1613). If PSF is appropriate and the family is willing to accept services, change the target group to 54 or 55. If services are not appropriate or the family is unwilling, close the services case.

Target group 54 is used when an FIA worker plans to provide direct services on an ongoing basis to the family. Entry of Pre-assessment scores (when FIA-1613 is completed) and Post-assessment scores (at closing) is required.

Target group 55 is only used when purchased services will be provided to the family.

### **FIA 5S Changes**

The FIA-5S form has been completely redesigned and renumbered to accommodate the additional data elements on CIS. FIA-5S documents are used for all the CIS services transactions. The FIA-5S form is available in Microsoft WORD. A Data Element description for the FIA-5S is included in this release. The FIA-5S turnaround is now printed as a one page document. This copy is filed in the case record and used to make changes on CIS if needed.

### **CIS Services Case Transactions**

Screen examples and directions for the Services Case Inquiry (ISRV), Open (FSPN), Change (FSCC) and Close (FSCL) transactions are included in this release. Commonly used code lists have also been included.

**ASSIST - Services Registration and Demographic Changes  
and FIA-133A Form changes**

Effective November 3, 1997, all services registrations and client demographic and address changes are completed on ASSIST. The FIA-133A has been revised for use as an ASSIST registration and change document. A copy of the revised FIA-133A and directions for its use are included in this release.

The FIA-133 form is available in Microsoft Word. SWSS (CPS and ASCAP) is being modified to include the new data elements.

**BULLETIN  
ATTACHMENTS****ASSIST - Services Registration and Changes**

Action needed	Form	ASSIST Functional area
Register for Services or Medicaid	FIA-133A	Register Application
Deny or Withdraw registration	FIA-133A	Register Application or Application Disposition
Name Change	FIA-133A	Initial Interview or Interim Historical Change
Address Change	FIA-133A	Initial Interview or Interim Historical Change
Grantee Change	FIA-133A	Initial Interview or Interim Historical Change
Client ID	FIA-133A	Request exception to dispose of a duplicate ID.
Change Social Security Number	FIA-133A	SSNs may only be changed on ASSIST until verified by Social Security Administration. Use Initial Interview or Interim Historical Change.
Change Date of Birth	FIA-133A	Initial Interview or Interim Historical Change
Change Sex code	FIA-133A	Initial Interview or Interim Historical Change
Change Race code	FIA-133A	Initial Interview or Interim Historical Change

Action needed	Form	ASSIST Functional area
Change Workload number	FIA-133A	Initial Interview or Interim Historical Change
County/District Transfer	FIA-133A	Program group transfer

**CIS Services Case Transactions**

Action Needed	Form	CIS Transaction
Services Case Opening	FIA-5S	FSPN, Services Case Opening Transaction
Services Case Changes <ul style="list-style-type: none"> <li>• Redetermination and Quarterly review dates</li> <li>• Service eligibility</li> <li>• Target group</li> <li>• Federal goal and status</li> <li>• Methodology Indicator</li> <li>• Any Children's Foster Care, Adoption or Delinquency Services changes (FIA-5S Items 27 through 44)</li> <li>• Pre-assessment score</li> <li>• Recipient service status</li> <li>• Service Pay Code</li> </ul>	FIA-5S	FSCC - Services Case Change Transaction
Services Case Closure <ul style="list-style-type: none"> <li>• Services closure date</li> <li>• Federal Goal Status</li> <li>• Closing Code: Children's Foster Care, Adoption and Delinquency Services only</li> <li>• Post-assessment Score</li> </ul>	FIA-5S	FSCL - Services Case Closing Transaction
Open Medicaid for eligible Children's Foster Care, Adoption and Delinquency services cases.	FIA-5S	FPOS - PA/MA/GA Case Openings and Positive Changes
Change Medicaid for above <ul style="list-style-type: none"> <li>• Redetermination date</li> <li>• Other insurance</li> </ul>	FIA-5S	FPOS - PA/MA/GA Case Openings and Positive Changes
Close Medicaid for above <ul style="list-style-type: none"> <li>• Negative action code</li> <li>• MA end date</li> </ul>	FIA-5S	FNEG - CIR/G Negative Actions, Closing

**MANUAL  
MAINTENANCE**

**Revised/New Items** - The following items replace existing items so numbered to the General Requirements section

260

270

280

265

271

281

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

**SRM 265**

**SRM 271**

**SRM 281**